

**Dedicated Nursing Associates & DNA**  
**Safety Committee Meeting Minutes – Key Risk**

**Date of Meeting:** 2/25/2021

**Time of Meeting:** 1:00 PM

**Location of Meeting:** Suite 202 Conference Room or Teleconference. Conference Line: 267-930-4000, Participant Code: 450-366-173

1. **Roll Call**
2. **Review agenda for this meeting.**
3. **Review and approve last month's meeting minutes.**
  1. **Melissa**
4. **Review of workplace accidents that have occurred since the last meeting; discuss contributing cause, root cause, and corrective actions.**
5. **Review the status of old business and the committee's suggested corrective actions.**
  - o **Article on "Lifting and Material Handling – Environment, Health and Safety"**
6. **– New Business**
  - o **Article on "How to Use a Hoyer Lift"**
  - o **Discuss workers comp issues and go over ones that are consistently happening.**
  - o **Discuss status/progress of Committee Goals**
  - o **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

## **Dedicated Nursing Associates & DNA** **Safety Committee Agenda**

<b>Meeting Date: 2/25/2021</b>		<b>Time meeting started:</b>	<i>1:00 PM</i>
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<b>Meeting Chairperson: Danielle Reilly</b>	
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<b><u>Present</u></b>	<b><u>Absent</u></b>
Christina Zappa	Jenna Highfield
Heidi Zedlar	Chris Young
Melissa Spagnol	Cassandra Angelone
Nikki Raveling - virtual	
Danielle Reilly - Virtual	

Agenda for today's meeting was reviewed by all members: XYes \_\_No

Previous meeting minutes from (1/2021) were read and approved: XYes \_\_No

**Review of Accidents/Incidents Since the Last Meeting (employee, non-employee, vehicle accidents, near misses, property, & other)**

<b>Date</b>	<b>Injury Causation (Description)</b>	<b>Assignment /Facility</b>	<b>Injured Body Part (Body Part, Left/Right, Lower/Upper)</b>	<b>Follow Up (Communication, Contact Facility, Treatment, Education, etc.)</b>	<b>Recommended Corrective Action</b>	<b>Is Claim Ongoing? Current Outcome</b>
2/3/2021	The IW was performing a patient transfer w/ another aide. It was wheelchair to bed. The aide lifted before the IW was ready. The IW stated they felt their back pull out of place. The IW did not report this injury right away and sought treatment 2 weeks after the initial injury.	Contract  St. Anne Home  Assisted Living Facility	Upper R Back	Haven't heard from her since her initial reporting on 2/18 – was going to follow up after her appointment on 2/26. we will send her info on ergonomics and safe patient handling Small education on when to report an injury (immediately) not waiting	We will reach out to facility to get copy of their incident report. The other aide was not a certified aide and not knowledge in skillset to perform transfer. Other aide used different lifting count. Inform facility that as result of their aide not following proper protocol, our employee is injured.	Ongoing  Follow Up appt 2/26 w/ orthopedic doctor

**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Lifting and Material Handling – Environment Health and Safety	Uploaded to DNA Website

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### **New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u></b>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: "How to Use a Hoyer Lift "</i>	
<i>Group</i>	<i>Update on Goals</i>	

### **Status/Progress on Committee Goals**

<b><u>Goal:</u></b>	<b><u>Updates/Action to be taken:</u></b>

### **Other Reports or Guest Speakers**

<b><u>Guest Name:</u></b>	<b><u>Topic Discussed / Presented to the Group</u></b>

<b>Meeting Adjourned:</b>	1:30 PM
<b>Next Meeting:</b>	3/2021
<b>Meeting Minutes Completed By:</b> Jenna Highfield	

- *A copy of these minutes & the agenda should be distributed to all company employees or posted where all employees have access to them.*
- *These meeting minutes should be attached to the corresponding agenda and sign-in sheet, and kept on file with your safety committee records.*
- *Please be certain that the date of the sign-in sheet, agenda, and minutes are all the same for each meeting.*
- *You must maintain these records for at least FIVE years.*